OASIS LTF TSR Submittal Procedures, Version 2 - Bulletin

Effective: 04/15/10

Associated business practice: Requesting Transmission Service

OASIS[1] Long-Term Firm (LTF) Transmission Service Request (TSR[2]) Submittal Procedure:

1. Access OASIS. If it requires a login, enter your User ID and Password and click on the Login button.

2. Click on the wesTTrans logo. The wesTTrans home page will display. Click on the Select Provider drop-down box. Select BPAT and the BPA Transmission Services OASIS home page will display.

3. Click the Reservations button. The Reservation Summary Screen will display.

4. Click the New TSR button. The Reservation Entry Form will display.

5. Check the Select Provider and Seller drop-down boxes; both should display BPAT. Check the Customer[3] drop-down box; it should display your company acronym.

6. Enter your Sale Ref[4] number in the Sale Ref field.

7. Click the POR[5] and POD[6] drop-down menus in the POR and POD fields of the OASIS Reservation Entry form. Choose the POR and POD for the reservation request.

8. Click the Source[7] and Sink[8] drop-down boxes. The drop-down menu will display a list of the available sources and sinks for the selected POR and POD. Click the source and sink for the reservation request.

9. Each LTF NT TSR[9] must contain one POR, one POD, one Source, and one Sink; to select these points, click on the respective drop-down boxes and choose the correct points.

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[1]Open Access Same-Time Information System
[2]Transmission Service Request
[3]Any customer taking service under Use of Facilities (UFT), Formula Power Transmission (FPT), Integration of Resources (IR), Part II or Part III of the OATT.
[4]An OASIS field on a TSR. This number is an existing Customer's NT, PTP, or grandfathered Service Agreement number.
[5]Point of Receipt is an interconnection on the Transmission Provider's Transmission System where capacity and energy will be made available by the Delivering Party; An OASIS field on a TSR that is the scheduling POR.
[6]Point of Delivery is a point on the The Transmission Provider's Transmission System where capacity and energy transmitted by the Provider will be made availabe to the Receiving Part; An OASIS field on a TSR that is the scheduling POD.
[7]An OASIS field on a TSR that is the contractual POR.
[8]An OASIS field on a TSR that is the contractual POD.
[9]The portion of an NT application submitted via OASIS.

    a. If the POR/Source of the LTF NT TSR is a non-federal Network Resource or a Customer-Served Load Resource, select the appropriate points from the drop-down menus.

    b. If the POR/Source of the LTF NT TSR is the Federal Columbia River Power System (FCRPS), select BPAPOWER from the POR drop-down menu and FCRPS from the Source drop-down menu.

10. Click on the Service drop-down box.

    a. For LTF NT Service select LTF-YEARLY NT.

    b. For LTF PTP Transmission Service, select LTF-Yearly PTP.

11. The Request Type will display as ORIGINAL.

    a. This is the correct Request Type for LTF NT TSRs submitted for all purposes except the Renewal of existing transmission service, per Section 2.2 of the Tariff, which requires a Request Type of RENEWAL.

    b. If this TSR is for a renewal under OATT Section 2.2, click the Request Type drop-down box and select RENEWAL. Enter the AREF[1] for the current reservation being renewed in the Related Ref field.

12. Enter the start and stop dates for the TSR. Check the start and stop times; both must read 00:00. Check to ensure the time zone entry is correct.

13. Enter the desired MW for the TSR in MW field:

    a. If the POR of the LTF NT TSR is a non-federal Network Resource, the peak value listed in the Power Purchase Agreement should be input as the requested demand.

    b. If the POR of the LTF NT TSR is a Customer-Served Load (CSL) resource, a "0" should be input as the requested demand.

    c. If the POR of the LTF NT TSR is FCRPS, 99,999 MW should be input as the requested demand.

14. Click the Get Price button; the price will automatically populate.

15. Leave the Path drop-down box blank.

16. Do not modify the Reservation Profile section of the screen.

17. Click the Enter TSR button and the TSR Entry Submission screen will display. Verify that the request data are correct.

    a. If any of the data is incorrect, click the Back button. The Reservation Entry Form will display again and any errors in the TSR can be corrected. Note that you will need to

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[1]A unique reference number automatically assigned by OASIS to provide a unique record for each transmission or ancillary service request.

reenter the Sale Ref.

b. If all of the data are correct, click on the Submit button. The TSR number will appear in the TSR Summary Screen. This is the AREF number for the TSR.

18. Click OK and the Reservation Summary Screen will display, containing the new TSR, which will have an OASIS status of QUEUED.

19. To display the detailed reservation information, click the AREF number in AREF column. The Transmission Reservation Detail screen will display all of the information related to the request.

20. To withdraw the TSR, click the Withdraw button. A dialog box will display the message, "Are you sure you want to make this change? You will not be able to undo this operation."

a. Click OK and the Reservation Summary Screen will display with the information on the TSR and an OASIS status of WITHDRAWN.

b. To enter a corrected TSR, click on Create New TSR button. The Reservation Entry Form will display with the previous request data as a template that can be modified.